



<b>Issue</b>	<b>1</b>	<b>Code of Conduct</b>	<b>Doc</b>	<b>POL027</b>
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## 1. Introduction

At Fusion Staffing Ltd we are committed to maintaining the highest standards of professionalism, integrity, and ethical behaviour in all our operations. This Code of Conduct outlines the principles and expectations that guide our interactions with candidates, clients, colleagues, and the community.

All employees, contractors, and representatives of Fusion Staffing Ltd are expected to adhere to this Code of Conduct at all times.

## 2. Core Values

Our agency is guided by the following core values:

- **Integrity:** We act honestly, transparently, and ethically in all our dealings.
- **Respect:** We treat everyone with dignity, fairness, and respect.
- **Excellence:** We strive for the highest standards in recruitment and service delivery.
- **Diversity and Inclusion:** We promote equality and embrace diversity in all its forms.
- **Accountability:** We take responsibility for our actions and decisions.

## 3. Professional Standards

### 3.1. Ethical Recruitment Practices

- We will provide accurate and truthful information about job opportunities, roles, and expectations to both candidates and clients.
- We will not discriminate against candidates or clients based on race, gender, age, religion, disability, sexual orientation, or any other protected characteristic.
- We will ensure that all candidates are qualified and suitable for the roles they are being considered for.

### 3.2. Confidentiality

- We will maintain the confidentiality of all candidate and client information, including personal details, resumes, and employment records.
- We will not disclose sensitive information without proper authorization.

### 3.3. Transparency and Honesty

- We will provide clear and accurate information about our services, fees, and processes to clients and candidates.
- We will not engage in misleading advertising or false promises.

### 3.4. Conflict of Interest

- We will avoid situations where personal interests conflict with the interests of the agency, our clients, or candidates.
- Any potential conflicts of interest must be disclosed to management immediately.

## 4. Responsibilities to Candidates

We will treat all candidates with respect and provide them with equal opportunities. We will provide constructive feedback and support to candidates throughout the recruitment process. We will not charge candidates any fees for recruitment services unless explicitly agreed upon in advance.

## 5. Responsibilities to Clients

We will work diligently to understand the needs of our clients and provide tailored recruitment solutions. We will only submit candidates who meet the qualifications and requirements specified by the client. We will maintain open and honest communication with clients at all times.



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#### **6. Workplace Behaviour**

We will foster a positive, inclusive, and respectful work environment. Harassment, bullying, or discrimination of any kind will not be tolerated. We will comply with all applicable laws and regulations, including employment laws, data protection laws, and health and safety standards.

#### **7. Compliance and Reporting**

All employees and contractors are required to comply with this Code of Conduct. Any violations of this Code must be reported to management or through the designated reporting channels. Reports of misconduct will be investigated promptly and fairly, and appropriate action will be taken.

#### **8. Continuous Improvement**

We are committed to regularly reviewing and updating this Code of Conduct to reflect changes in laws, regulations, and industry best practices. We encourage feedback from employees, candidates, and clients to help us improve our practices.

Signed

James Cranston, Operations Director

Date 05-12-24